MSC Reorganization - Round 2
February 12 – March 28

Reports
There are hundreds of reports templates in the MSC that have not been used recently. However, MSC staff can only see what date the template was built, not when it was last used. In other words, we can't tell if libraries are still using their templates. During this phase of the reorganization, we are asking libraries to add the year to the names of reports templates that are still being used. Please note: this does not include scheduled reports! This is only for templates.

Action IS needed from you:
• Go to Reports > Schedule Reports.
• Select the Templates tab. If you do not have a templates tab, STOP! You do not have any templates to fix.
• If you have a Templates tab, choose a report from the list that your library still uses and click Modify.
• When the report opens, add the year 2014 at the end in the Report Name field, then click OK.
• Repeat this process for each report template that you are still using.
• If you would like, you can click on reports that you no longer use and remove them using the Remove button.

Item Types
The following Item Types are being phased out of the Montana Shared Catalog system. In most cases, these Item Types are being combined with duplicate Item Types. If your library wants to move these items manually to new Item Types, you have until March 28 to do so. Otherwise, all items will be moved in batch to the recommended Item Type on March 28.

Please be aware that Item Types control circulation. If you move your own items, please inform the MSC staff if you do not already use that Type so that they can add a new circulation rule for you. If your items are moved in batch on March 28 to the recommended Type, the MSC will convert your circulation rule for you. If you already have items of the new type, your rule for that Item Type will stay the same. *This may change circulating on some changed items.*

NO action is needed from you on item types if:
• Your library is not listed in the "Libraries Affected" column
• Your library appears, but moving your items to the recommended new type will work for your library

Action IS needed from you if:
• The items are in error. Please change the Item Type of items in error before March 28.
• The items no longer exist. Please discard or delete items using normal discard procedures.
• Items cannot be changed for some reason. If you have questions about how these changes may affect your library, please Open a Help Desk Ticket.

How do I find these items?
• Follow the link below to Directors Station and login. It should take you directly to a report showing the Item Types for one library. Click on Item Library and choose Filter Item Library. Expand the library list using the + symbol, uncheck any unwanted libraries, and choose your library or libraries. Click OK.
• When the report appears showing your library and Item Types, click and drag your mouse over the number associated with the Item Type you want to see. Choose Show Shelflist from the pop-up menu. If you cannot access the DS report, Open a Help Desk Ticket and we can send you list of Item IDs.

CLICK HERE TO GO TO THE DIRECTORS STATION REPORT

NOTES for Round 2 Item Type changes:
- The names of some existing Item Types will be changed during the reorganization. The new Item Type names are shown in [brackets].
- Sharing groups that have recently agreed to use certain item types are not shown in the "libraries affected" column for shared items because those changes are already in progress. Libraries will still appear for items that are not shared through the group.

Item Type	Description	Recommendation/Items will be changed to these types after deadline	Libraries Affected
CASS-REC	Cassette Recorder	Change to AUDIO-REC [CASSETTE].	BIGSAN, BLAINE, HARLEM, HAVRE, HAVREHS, HAVREMS, HIGHWOOD, LCHS, LMPS, MEAGHER, MISSION, MT-BIBLE, MT-LEG, SCCL, SSIS, SUMMIT, YELLOW
CD-BOOK	CD book	Change to CD-CIRC [CD].	BCC1, BCC3, BCCHS, BRIDGER, EPL, GCL-BR, GCL-CB, GLASGOW, HAVREHS, HIGHWOOD, JOLIET, KAL-HOSP, LCHS, MCCONE, MCPS SCHOOLS (multiple), MEAGHER, MISSION, MSLAINTL, MT-BIBLE, MT-PSC, PARMLY (and branches), PCL, PLAINSK12, POWER, PWOOD, REDLODGE, ROUNDUP, SCCL, SUMMIT, SWCL, TARGET, TFMS, VALIER, WIBAUX, WYK12
CD-NOCIRC	Non-circulating CD	Change to REFERENCE (checks out w/override). Libraries that prefer ARCHIVE (never checks out) should batch change these items before the Round 2 deadline.	BLAINE, KAL-HOSP, MT-LAW
CD-ROM	CD-Rom	Change to CD-CIRC [CD] with an Item Category 1 of CD-ROM.	BFHS, JB-STAN, KAL-HOSP, LMPS, MEAGHER, MT-BIBLE, MT-HIST, MT-LAW, MT-LEG, MT-PSC, PLUK, RCL (and branches), SCCL, SUMMIT, TFMS
INTERNET	Online	Change to DIGITAL for online materials and COMPUTER for tracking patron computer use. If MSC staff cannot tell what the items are we will contact you.	BLAINE, FVCC, HARLEM, HAVRE, LCL-LIB, LCL-TRY, LOLO, MANHATTAN, MCC, MCPS schools, MSL, MSLA-MAIN, MT-HIST, MT-LAW, SCCL, SGHS, SGIC
NEWSLETTER	Newsletter	Change to CIRC-MAG with an Item Category 1 of NEWSLETTER for circulating newsletters. Libraries that prefer MAG-PER (circulate only with an override) should change these items before the Round 2 deadline.	MSLA-MAIN, MT-PSC

NEWSPAPER	Newspaper	Change to CIRC-MAG with an Item Category 1 of NEWSPAPER for circulating newspapers. Libraries that prefer MAG-PER (circulate only with an override) should change these items before the Round 2 deadline.	BHC, BOZEMAN, FBCL, FCL-MAIN, MSLA-MAIN, MSLA-SL, PWOOD, RCL (and branches), ROSEBUD, THOM-HICK
PAPERBACK	Paperback	Change to BOOK and an Item Cat 1 of PAPERBACK.	BIGSAN, BRIDGER, DARBYHS, DARBYK6, HARLEM, HIGHWOOD, HPPS, JOLIET, LIMA, MCPS SCHOOLS (multiple), MEAGHER, PARMLY (and branches), PLAINSK12, RCL-POP, TFMS